OFFICE OF THE
TOWN ADMINISTRATOR
E-Mail - Townadmin@newmarketnh.gov
Website - www.newmarketnh.gov

INCORPORATED
DECEMBER 15, 1727
CHARTER JANUARY 1, 1991

APPLICATION FOR USE OF TOWN BUILDING FACILITY
TOWN OF NEWMARKET, NEW HAMPSHIRE

All organizations using the Town of Newmarket building facility shall be responsible for adhering to all Rules and Regulations as stated on the reverse side of this application. Upon the signing of the application, this is an acknowledgement that the renter has read and understands the fees as stated below and acknowledges and accepts the Rules and Regulations.

Organization Requesting Use: _____

Town Building Facility Requested: _____

Date of Proposed Use: _____ Time _____

Purpose of Use: _____

Contact Person and Phone Number: _____

Requested By: _____

IN CONSIDERATION OF BEING ALLOWED TO RENT THE NEWMARKET TOWN HALL AUDITORIUM, I _____ **DO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF NEWMARKET** and all town agents and employees, its sponsors, officers, directors and agents, from any and all liability for damages and/or personal injury of any kind which may arise in any way as a result of the rental of the auditorium and have read and fully understand the rules and regulations set forth by the Town in this rental agreement. Any group or organization shall provide a Certificate of Insurance.

_____   _____
Application accepted by: Signature of authorized representative for Organization

Date of Application: _____

USE OF TOWN HALL FACILITY – RATE SCHEDULE

	Newmarket Non-Profit	Non-Resident Individual or Organization
BASIC CHARGE	$75.00	$125.00
Maintenance Personnel (to clean building etc.)	$35.00 per hour for a minimum of 4 hours	$35.00 per hour for a minimum of 4 hours
DAMAGE DEPOSIT	$100.00	$100.00
WEEKENDS HOLIDAYS	Minimum Rental Charge of $175.00	Minimum Rental Charge of $175.00

RULES AND REGUALTIONS FOR TOWN BUILDING FACILITY RENTAL

A rental check and damage deposit check are required at least one (1) week prior to rental date.

User is responsible for any and all damages. The damage deposit check will be returned by the Town Clerk upon verification with maintenance personnel that damage did not occur.

It is the policy of the Town of Newmarket that town standing committees and boards have first priority for the use of town buildings/facilities. Except for Town boards and committees, a basic charge of $30.00 will be charged for Newmarket non-profits, and a basic charge of $70 for non-residential individuals or organizations. The Town Council has the right to waive any fees.

The Town is <u>not</u> responsible for setting up or breaking down seating or any other specialized need. Make sure all lights are shut off and the doors are locked when you leave the building. Failure by the individual or organization to leave a Town Building/Facility in the <u>same condition in which it was found</u>, may be grounds for refusal for use at a later date.

No decorations attached to walls, ceiling or stage. NO PERMENENT SECURED ITEMS OF ANY KIND. (In special circumstances Town Administrator may permit decorations).

No alcoholic beverages are allowed on Town property. Smoking is restricted to designated areas outside of the building. All damages or broken equipment must be reported promptly to the Town Administrator.

Do not attempt to move or disconnect microphones, cables or other equipment.

There shall be NO ANIMALS allowed in any town building facility during the event except for seeing eye/guard dogs.

Children must be under the supervision of an adult at **ALL TIMES**.

I am aware that, if a Town board or committee requires that space for a meeting, I may be bumped from the room. An alternative room will be offered, if adequate and available. If a room is not available, I am aware that I may have to reschedule the time and/or date. I understand that this could occur with very short notice.

Signature:_____

Date:_____

(In order to get into Town Hall after hours, you will need to call 659-3617 x1200 to leave your name and time for picking up the key from Dispatch)